

## **FIRE RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions of the classified service, the primary responsibilities of which include processing department records and reports. Fire Records Clerks receive, sort, prepare, and organize records, reports, correspondence, or other information for use by department personnel. Employees of this class input data which is electronically stored on computer storage media for proper filing in accordance with established procedures. Fire Records Clerks report to and have work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, processes, and files department records, reports, correspondence, and other materials in accordance with departmental procedures. Determines subject matter, and sorts according to filing procedures. Stamps material to be filed to record the date and time of receipt.

Enters routine information in department records and fills out all forms or records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Extracts information or summarizes contents of files for use by department personnel. Compiles and organizes data needed for reports.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media. Retrieves information or documents from the files and computer database.

Processes departmental records utilizing other office equipment including typewriter, copying machine, facsimile machine, calculator, or adding machine.

Processes incoming and outgoing mail, and interdepartmental correspondence for the department. Acts as receptionist to department visitors; answers telephones; and types letters, forms, memos, statements, and other assigned documents.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment or appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana Driver's License.

Must present a certificate verifying the ability to type 45 words per minute (net).

#### **MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS**

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing and/or database application.

**OR**

Vocational/Technical certification in the operation of a computer terminal and word processing and/or database

application.

**OR**

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.